

**FILED**

**UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF FLORIDA**

**JUL 2 2003**

Clerk U. S. Bankruptcy  
Court Tampa, FL

In re

PROCEDURES FOR  
AFTER-HOURS FILING

Administrative Order  
FLMB-2003-2

---

**ORDER PRESCRIBING ADMINISTRATIVE PROCEDURES FOR  
AFTER-HOURS FILING IN THE BANKRUPTCY COURT,  
MIDDLE DISTRICT OF FLORIDA**

In the interest of enhancing public service and in light of the technology available to practitioners and the public and in use in the Office of the Clerk of the Bankruptcy Court, it is:

**ORDERED** that the procedures for after-hours filing of petitions and other papers in the United States Bankruptcy Court of the Middle District of Florida shall be as follows:

1. The first page and the signature page must be received by facsimile after 4:00 p.m. Eastern Time and before midnight (12:00 a.m.) Eastern Time. (Transmit only two pages of the document.)
2. The original document together with any required fee must be received and time stamped by the Office of the Clerk of the Court no later than noon (12:00 p.m.) Eastern Time on the next business day of the Court.
3. Upon receipt of the original document and fee, if any, the Clerk will stamp the following notation on the document:

This document is deemed filed on \_\_\_\_\_  
pursuant to Administrative Order FLMB-2003-2  
governing after-hours filing.

4. If the original document is not received timely, the Clerk will note that fact and the facsimile will have no force or effect.

5. The Clerk's Office will not assign a case number or adversary number to a document until the original is filed with the Court. The Clerk is not to acknowledge the filing of the document to any creditor or other party until the original is filed.

6. Documents filed in accordance with the above procedures will be deemed filed on the date and at the time printed on the document by the facsimile machine in the Office of the Clerk of Court in the Division in which the document is filed.

7. The Clerk of the Court shall ensure that after-hours filing procedures and the appropriate facsimile telephone number for each Division are appropriately posted in each Division Office and on the Court's Intranet web site.

It is further **ORDERED** that Administrative Order Nos. 01-00002-MIS-TPA, 01-0001-MIS-JAX, and 96-00002-ORL on this subject shall be archived and be replaced by this order.

**DATED** in Tampa, Florida, this 2 day of July, 2003.

**BY THE COURT**



Paul M. Glenn  
Chief United States Bankruptcy Judge  
Middle District of Florida